

Facilitator Notes for a IIIP Meetings

My name is **YOUR NAME** and I will be facilitating this IIIP meeting. The family has requested service coordination and **TEAM OR FAMILY?** has asked me to facilitate. We will be basing our agenda on a needs-based IEP meeting agenda, but including input and planning across agencies. Our purpose today is to determine as a team what **CHILD'S NAME** needs to *learn, and what she/he and her/his family need from us in their home and community life*. Hopefully by the end of the meeting we will have learner outcomes and agreed upon service needs.

For today let's:

- ✓ Speak one at a time around the circle
- ✓ Avoid side conversations
- ✓ Not judge what is said, unless to clarify
- ✓ Who will be my recorder?
- ✓ Who will be my timekeeper?
- ✓ We can pass
- ✓ Let's try to stay on the CHILD and FAMILY'S present and future needs. Stay focused. Related ideas can be put into a parking lot. Is this OK with everyone?

1. Introductions (include ground rules)

2. Meeting Agenda Chart

- The family's priorities determine where to start the meeting.
- Limit 2 minutes for Strengths / Present Levels of Performance (How is this child functioning in the domain in which you interact with her?)
- Child and Family Needs (*Use family's needs, last year's IEP, and ISP (county plans) as a launching pad*). We will brainstorm to generate needs; express ONE need at each turn.
- Adaptation or Goal: ***The IIIP needs to be a realistic reflection of what is possible to accomplish in one year.*** Think home, school and community. Services: based on needs, how much time is needed for each service? Discuss parent disagreement of need or services. Who do we need to meet needs. Is the expertise of related services (Not here today) necessary in order for any of these need/goal areas to be accomplished successfully? ***Think home, school and community.***

*Before we go: SCHOOL REQUIRED: ESY, Grad Rule, MCA, Assistive Technology, MA billing
Who is going to take PLEP to NEED to GOAL to OBJECTIVE?*

Interagency Planning Process Meeting Guidelines

- The family has agreed to interagency services and releases of information have been signed.
- In preparation, the Service Coordinator has met with the family to complete IIP forms (demographic information, family considerations and concerns, and meeting plans) and to complete the Parent Input form. This information is shared with all team members before the interagency meeting. Team members will use this information to assure that all parent agenda items are discussed at the meeting.
- Gather and share evaluation information and eligibility determinations with the parents before the meeting.
- The family or team will decide before the meeting who will facilitate—the Interagency Coordinator or joint facilitation.
- The IIP/Service Coordination Worksheet will be completed during the meeting.
- Facilitation Basics: Begin with introductions and an explanation of the purpose of the meeting. Review the agenda and determine any revisions or additions. Set time parameters and determine any team member time constraints. Assign a note-taker for the meeting and to complete the IIP/Service Coordination Worksheet.
- The interagency planning meeting is a meeting to address goals broadly. This is not a meeting to read levels of performance. At the meeting, beginning with the parent issues and concerns, there should be general discussion by all team members of where the child is, how she/he is doing, and the related strengths, concerns and needs. This information will drive the general goal statements. In most cases, specific objective statements will be developed outside the meeting and sent to the parent for review. Services to address the goals will be discussed at the meeting.
- All team members should be part of the discussion of issues, concerns and questions in home, school and community that have been identified by the parents, if possible. County social workers may facilitate the portion of the meeting that addresses home and community based issues such as behavior, self-help skills, basic needs, activities, friends, etc. that are of concern and in need of supports or services. Education staff may take a more direct facilitation role in the discussion of education issues and related services.
- The IIP/Service Coordination Worksheet will be reviewed by all team members at the end of the meeting.
- If there are issues that parents will discuss with agency staff separate from the entire team, facilitators need to make sure that team members know that the interagency part of the meeting has ended.

IF IIP is Used, Document Guidelines

- Each agency will be responsible for completion of required portions of the IIP document within ten school days.
- The IEP Manager in the school is responsible for mailing the final copy to parents.
- Signatures of school and agency staff are to be obtained *after* the parents have signed and returned the original.
- If the IIP pages are not completed within the required time, a representative from each agency will assure that other team members and the parents get a copy of their respective pages. The DD social worker will get parental signature on the IIP signature page, as this is an ISP requirement. Interagency staff will be encouraged to integrate the IIP document as much as possible depending on technology improvements.

IIP related web sites for managing the :

eSP

Web Address: <https://esp.state.mn.us>

For User ID and Password contact your Local Security Administrator:

Moorhead Schools: Todd Kaste 218/284-3343

DGF Schools: Marcy Matson 218/287-2371

Lake Agassiz Special Ed Co-op: Dana Donahue 218/483-4516

All other county/agency staff: Nancy Stensgard @ Clay County Public Health 218/299-7194

Also: Donna Jones, eSP Statewide Application Coordinator 651/582-8533

i-PLAN

Web Address: d0152n03.ties.k12.mn.us/toas/iplan_login.asp

ISD 152, Moorhead Public Schools

For User ID and Password contact: Todd Kaste 218/284-3343

Information from MnSIC, Dakota County, Duluth Interagency Coordination and Lake County/ISD #381 Interagency Coordination.